



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION IX

75 Hawthorne Street  
San Francisco, CA 94105-3901

Carol Bill  
Chairperson  
Cold Springs Rancheria Indians  
Post Office Box 209  
Tollhouse, California 93667-0209

MAY 27 2015

RE: U.S. EPA Indian Environmental General Assistance Program  
GA 00T97001-3  
Application Due: JUL 02 2015

Dear Chairperson Bill:

I am pleased to inform you that your proposal submitted to this office under the U.S. Environmental Protection Agency's Indian Environmental General Assistance Program (GAP) has been tentatively approved for funding. At this time, I am setting aside \$76,800 of funding to support your GAP for one year.

Also, in a separate budget and work plan, please include \$18,833 as supplemental funding for the following: \$5,110 for a laptop, webcam and software; \$8,223 for supplies and \$5,500 for travel increase. If additional GAP funds become available and your request is approved, some or all of your supplemental request may be awarded.

The Tribe consistently has a considerable GAP grant balance each year. We recommend implementing either a monthly or quarterly system of drawing down grant funds commensurate with expenditures incurred for that period.

**Work plan submission, negotiation, and approval will be conducted electronically in GAP Online.** The comments attached here for your reference are also available in GAP Online. If we receive your complete application and an **approvable** revised work plan by the due date we will make every effort to award the grant by September 30, 2015. This funding will support work plan activities from October 1, 2015 to September 30, 2016. Please do not incur any costs under this work plan until the official grant award document has been signed and dated by the EPA Award Official. Any costs incurred before the date of award will not be reimbursed.

This letter does not constitute a grant award. In order to receive funding, the Cold Springs Rancheria will need to complete an Application for Federal Assistance (SF-424). **The complete application, including an approvable work plan, must be submitted for EPA review by the due date indicated above.** Materials can be submitted earlier and will be processed on a first-come, first-served basis. Please note that in completing your application, you will need to enter the GAP Catalog of Federal Domestic Assistance Number (CFDA), required in box #11 on the SF-424A application form, 66.926.



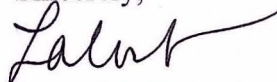
### **New Process for Submitting Your GAP Grant Application**

Effective February 17, 2015, EPA grant applicants **must** use Grants.gov to submit their applications. The Grants.gov registration process can take up to 30 days to complete. Therefore, it is highly recommended that EPA applicants complete their registration on Grants.gov now. Also, your organization's registration in SAM.gov must be active to utilize Grants.gov. If it appears that the Grants.gov registration process may prevent you from submitting your application by the due date aforementioned, then please contact [Support@grants.gov](mailto:Support@grants.gov) or call 1-800-518-4726 as support is available 24 hours a day and 7 days a week. You should also notify your Project Officer before the application due date to request an extension.

Please review both Attachment 2 (Grants.gov Instructions Guide) and Attachment 3 (Region 9 Guidance Information for Applicants) or go to <http://www.epa.gov/region9/funding/information.html> to find additional resources on Grants.gov, Federal Regulations, and new EPA requirements. We suggest you forward these materials to your Project Manager, Financial Officer and any other personnel in your organization requiring this information.

I look forward to working with you and your staff under the General Assistance Program. Questions regarding the completion of the application forms as well as the mandatory use of Grants.gov should be referred to Veronica Adams, Grants Management Specialist, at (415) 972-3677. You can also contact your GAP Project Officer, Willard Chin at (415) 972-3797 if you have questions regarding this letter, the work plan or the General Assistance Program.

Sincerely,



Laura M. Ebbert  
Manager  
Tribal Section

#### Enclosures

1. Work Plan Comments
2. Grants.gov Instructions Guide
3. Region 9 Guidance Information for Applicants
4. ISWMP workplan template

cc: Eric Smith, Environmental Director (with work plan comments)  
Blossom Hunter, Tribal Administrator



## **GAP 2015-2016 Work Plan Comments Cold Springs Rancheria**

Thank you for developing an outcome-oriented work plan. The following observations and requests were written with the intent of strengthening the Tribe's GAP work plan, identifying possible assistance, and ensuring the work plan meets GAP guidelines. These comments pertain to the 2015-2016 work plan that was submitted with your GAP proposal in December 2014. Please ensure that these comments are addressed in your final GAP work plan.

### **General Definitions and References**

1. The following references are useful for understanding GAP in general, for getting an understanding for environmental outcomes, etc.  
2013 Guidance on the Award and Management of General Assistance Program Agreements and Appendix I, Guidebook for Building Tribal Environmental Program Capacity  
<http://www.epa.gov/region9/funding/pdfs/tribal-gap/r9-gap-guidance.pdf>  
GAP Act (<http://www.epa.gov/Indian/pdfs/4368b.pdf>)  
2015 GAP Grant Notification (<http://www.epa.gov/region09/funding/tribal-gap.html>)  
EPA Strategic Plan (<http://www2.epa.gov/planandbudget/strategicplan>)
2. Environmental outcomes should be expressed in terms of improvements to public health, the environment, or human behavior. They can also reflect improved tribal capacity to protect public health or the environment. Intermediate outcomes could reflect: a) improved human health or environmental conditions, b) reduced risks to human health or the environment, c) increased tribal capabilities in legal, enforcement, technical, communication, or administrative areas. Long-term outcomes could include attainment of desired environmental conditions (e.g., water quality standards are met) or human health goals, attainment of a desired capacity to plan, develop, implement, manage and sustain tribal environmental programs.
3. Please ensure that each component in your work plan contains one or more capacity indicators that appropriately links to the commitments. Capacity indicators represent the destination of the Tribe's work and therefore the Tribe should express how it will accomplish the tasks necessary to achieve the indicators proposed in its commitments. Moreover, capacity indicators should ideally be placed in the "Measures" section for each component in the work plan. More information on the appropriate use of indicators is found on page 13 of the GAP Guidance. A suite of indicators that the Tribe may consider for inclusion in its work plan is contained in Appendix I of the GAP Guidebook.
4. Please correct any typographic errors in your work plan. Please note that GAP Online does not accept special punctuation or characters including quotation marks, apostrophes, semicolons, or parenthesis.
5. Please ensure that the total work plan Estimated Component Costs add up to the total approved budget amount indicated in the cover letter, and that the total work plan Estimated Work Years adds up to the total number of approved personnel funded under GAP. I have attached a document entitled "Component Cost and Work Years Guidance" that will help you to correctly identify Component Costs and Work Years to comply with this request.

6. Greening Grants Policy: EPA Region 9 has adopted a Greening Grants Policy which encourages grantees to carry out their EPA grant funded projects in a greener way. Your Project Officer will work with you to determine whether it is feasible to incorporate green practices into your work plan. The link to Greening Grant Policy is on the Region 9 Website Homepage, <http://www.epa.gov/region9/funding/greening-grants.html>

### **Budget Comments**

Please revise your budget to reflect the core funding amount of \$76,800.

Also, in a separate budget and work plan, please include \$18,833 as supplemental funding for the following: \$5,110 for laptop, webcam and software; \$8,223 for supplies and \$5,500 for travel increase. If additional GAP funds become available and your request is approved, some or all of your supplemental request may be awarded.

### **Workplan Comments**

#### **General Comments**

Please add indicators in each of the components "Measure Section."

In several of the components, the commitments are very general or stated more as a goal. The outputs and deliverables should describe what information will be sent to EPA to document the completion of the commitment.

#### **Component #1: Program and Reporting Compliance**

Please revise the title of the component to Program Management and Grants Compliance.

Commitment #1.4 Please explore other information gathering methods besides a survey. As required by the Paper Reduction Act, any survey of over ten people may have to be reviewed by the Office of Management and Budget for approval. Please contact your Project Officer to discuss possible options.

The outputs and deliverables description is more of an activity. Please clarify what will be submitted to EPA as an output or deliverable, a summary of the development of the social media site, newsletter or both?

#### **Component# 2: Capacity Building to Ensure Tribal Utilities are Operated with Applicable Standards.**

The majority of these commitments cannot be funded by GAP.

Commitment#2.1 GAP cannot train Utility personnel.

Commitment#2.2 GAP cannot fund project specific feasibility studies.

Commitment#2.3 GAP cannot fund a demonstration energy project. We encourage the Tribe to contact the Department of Energy's Tribal Program:  
<http://apps1.eere.energy.gov/tribalenergy/>

Commitment#2.4 Please clarify what will be completed for "Develop a conservation ordinance on the Rancheria to ensure all community marketing assets are protected."

Energy efficiency work can be supported as reflected in the GAP Guidance and Guidebook, Indicator C.3.17: "Tribe has established energy efficiency policies and program(s) (e.g., building design standard/codes, energy star initiatives for government operations and tribal housing). See Guidebook, Appendix I, page 16 of 42.

### **Component#3: Managing Solid and Hazardous Waste by Establishing and Implementing Recycling Program**

Please revise the component title from "Hazard" to Hazardous Waste.

In each of the commitments in the section, the outputs and deliverable language would be more appropriate as the description of the commitment. The outputs and deliverable sections should be the information submitted to EPA (e.g., a report, a summary, recycling data) to demonstrate completion of the activity.

Our record shows that the Tribe has an Integrated Solid Waste Management Plan approved in 2002. Please develop a commitment to update the plan with the outputs and deliverable, "submit an updated Integrated Solid Waste Management Plan approved by the Tribal government to EPA." Attached is a template for a workplan component for the Integrated Solid Waste Management Plan. Please contact your Project Officer to discuss potential assistance for updating the plan.

### **Component#4: Climate Change and Adaptation**

Commitment#4.1 The language in the outputs and deliverables section may be more appropriate in the description of the task: "Start a draft of the natural resources plan which includes climate change." Natural resources planning is not a GAP eligible activity. Please clarify if the intent is to develop a vulnerability assessment. If so, the submittal of the report should be in the outputs and deliverables section. Please contact your Project Officer to discuss further.

Commitment#4.2 Please clarify how development of various maps would support the climate change work. One suggested change would be: As part of the vulnerability assessment, GIS will be used to map areas such as infrastructure, sensitive sites, illegal dumpsites, ground water and well systems.

### **Component#5: Emergency Response and Preparedness Activities**

Please refer to the Guidebook section of Emergency Planning. You can use the indicators as a guide for potential program activities.

### **F.3 Indicators of Tribal Emergency Response and Remediation Program Capacity**

F.3.1 Tribe has established a staffing plan (position description and recruitment/retention/promotion plan) for who will serve as tribal program coordinator(s).

F.3.2 Staff has completed appropriate training and acquired baseline knowledge and skills related to CERCLA, EPCRA, and Brownfields (e.g., become familiar with the major goals, programs, and requirements in CERCLA, EPCRA, and Brownfields Tribal Response Program; the national structure for implementing these programs; and the EPA regional personnel and organization).

F.3.3 Tribal response staff has completed and developed proficiency in OSHA-required HAZWOPER baseline and annual refresher training to qualify them to safely respond to spills and emergency incidents, and other appropriate training (e.g., acquire certification in an Incident Command System (ICS) course).

F.3.4 Tribal staff has completed and developed proficiency in All Appropriate Inquiries (EPA 40 C.F.R. § 312), Phase 1 ESA (ASTM E 1527-05), and ECM 10-2 (Department of Interior).

F.3.5 Tribe has established mechanisms to provide meaningful opportunities for public participation / community involvement to identify contamination concerns and/or solicit input on site cleanup decisions.

F.3.6 Tribe is meaningfully participating in programs administered by other tribal, federal, state, or local governments (including reviewing and commenting on cleanup and response standards/plans).

F.3.7 Tribe has completed a site inventory of properties of environmental concern and identified potential EPA program(s) associated with the sites.

F.3.8 Tribe has established an EPCRA compliant tribal emergency planning organization (TERC, LEPC members, or SERC coordination).

F.3.9 Tribe has established program to conduct emergency response training and exercises for community members (e.g., orientation seminars to review the contents of the emergency response plan; table top drills to verify understanding of notification procedures and response actions; and field exercises to ensure that response personnel are familiar with equipment and responsibilities).

F.3.10 Tribe has established a program to receive and manage material safety data sheets under EPCRA's Hazardous Chemical Storage Reporting Requirements.

F.3.11 Tribal lands and resources covered by an EPCRA-compliant emergency response plan.

F.3.12 Tribe has established program to coordinate with state and federal agencies on specific spill response trainings (hands on response to oil and chemical hazards).

F.3.13 Tribe is conducting, alone or in collaboration with other governmental entities, annual hazmat or oil spill incident exercises (tabletop, functional or full-scale).

F.3.14 Tribe is receiving funding under CERCLA, EPCRA, or Brownfields.

Commitment#5.1 is more of a goal, "Improve the Preparedness and Emergency Responses." Please describe what specific activity the Tribe will be doing.

Commitment#5.2 Please describe the activities "Assist in tribal community/members preparedness thru CERT (Community Emergency Response Team)." What type of assistance will be taking place?

The Outputs and Deliverables reads "Prepare and certify the youth and adults in emergency situations thru certification to protect the human health and environment." Please clarify what training will be given and what certification will be received.

#### **Component#6: Staff and Community Education**

Commitment 6.1 estimated cost in the component section shows \$9,380 while the budget line item for dues and subscriptions for the environmental library is \$1,000. Please identify the potential subjects or topics of the material and the type of media (e.g., books, DVDs or other types) to be acquired and clarify potential cost.

Commitment#6.2 description section reads "at least 4 community training per year." Should this section be moved to commitment 6.3 since Commitment 6.2 is talking about the Earth Day field trip?

Commitment#6.3 Please identify what potential topics are being considered for the community training. The outputs and deliverables should be revised to "Submit to EPA a summary of the training, attendance sheet and copies of the training materials (e.g., handouts or power point if used)." The current language, "We will have a minimum of one training quarterly which consists of one day of age appropriate learning." can be moved to the description section of the commitment.



## EPA Region 9 - Grants.gov Instructions Guide

( March 2015 )

*Applications for Federal assistance must be submitted through Grants.gov.*

**Register with Grants.gov!** In order to submit your application using Grants.gov, your organization must be registered with Grants.gov. Please allow four weeks to complete the registration process. Also, please note that you must have a DUNS number and an active SAM.gov registration before registering with Grants.gov. You can find more information about registering at:


<http://www.grants.gov/web/grants/applicants/organization-registration.html>

**To Access and Download Grant Application Package go to:**

<http://www.grants.gov/web/grants/applicants/download-application-package.html>

### 1. Funding Opportunity Number (FON).

- A. Competitive Programs: Refer to the competitive solicitation for the applicable FON. Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
- B. Non-Competitive Discretionary Programs: Obtain FON from your EPA Point of Contact (POC). Applicant will enter this into the "Funding Opportunity Number" field to locate the application package.
- C. Continuing Environmental Programs (CEPs): The list of available CFDA numbers for CEPs have been divided between two FONs. The two FONs used to access the application packages are **EPA-CEP-01** and **EPA-CEP-02**. Refer to the following Attachment to determine which FON your CFDA is published under. Applicant will enter this into the "Funding Opportunity Number" field to locate the packages.

CFDA Number:	<input type="text"/>	(#
 Funding Opportunity Number:	<input type="text"/>	(C
Funding Opportunity Competition ID:	<input type="text"/>	(C

### 2. Download the package associated with CFDA 66.XXX.

- ### 3. Complete the Grant Application Package.
- Attach the forms and information required by your particular program. **Contact your EPA POC if you have questions about which forms and materials you must submit for your program.**

4. **Submit your application.** Go to <http://www.grants.gov/web/grants/applicants/apply-for-grants.html> for more information on this process.

5. **Confirm with your EPA POC** that EPA has received your application package. *If for ANY reason you cannot submit your application by the deadline specified, contact your EPA POC immediately.*

For FAQs, User Guides, Checklists, Training and Technical Support, visit the Grants.gov Applicant Resource page at <http://www.grants.gov/web/grants/applicants/applicant-resources.html>

**Technical Questions or Issues?** Please call (1-800-518-4726) or email ([support@grants.gov](mailto:support@grants.gov)) the Grants.gov Contact Center (<http://www.grants.gov/web/grants/about/contact-us.html>). Help is available 24 hours a day, 7 days a week.

## **Grants.gov Instructions Guide**

**Continuing Environmental Programs (CEPs)**

**(EPA Mandatory Grant Programs)**

## CFDAs Under EPA-CEP-01

66.001	Air Pollution Control Program Support
66.032	State Indoor Radon Grants
66.034	Surveys, Studies, Research, Investigations, Demonstrations, and Special Purpose Activities Relating to the Clean Air Act
66.038	Training, Investigations, and Special Purpose Activities of Federally-Recognized Indian Tribes Consistent With the Clean Air Act (CAA), Tribal Sovereignty and the Protection and Management of Air Quality
66.040	State Clean Diesel Grant Program This program contains Recovery Act funding.
66.042	Temporally Integrated Monitoring of Ecosystems (TIME) and Long-Term Monitoring (LTM) Program
66.121	Puget Sound Protection and Restoration: Tribal Implementation Assistance Program
66.124	Coastal Wetlands Planning Protection and Restoration Act
66.125	Lake Pontchartrain Basin Restoration Program (PRP)
66.202	Congressionally Mandated Projects
66.418	Construction Grants for Wastewater Treatment Works This program contains Recovery Act funding.
66.419	Water Pollution Control State, Interstate, and Tribal Program Support
66.432	State Public Water System Supervision
66.433	State Underground Water Source Protection
66.437	Long Island Sound Program
66.454	Water Quality Management Planning This program contains Recovery Act funding.
66.456	National Estuary Program
66.458	Capitalization Grants for Clean Water State Revolving Funds This program contains Recovery Act funding.
66.460	Nonpoint Source Implementation Grants
66.466	Chesapeake Bay Program
66.468	Capitalization Grants for Drinking Water State Revolving Funds This program contains Recovery Act funding.
66.469	Great Lakes Program
66.472	Beach Monitoring and Notification Program Implementation Grants
66.473	Direct Implementation Tribal Cooperative Agreements
66.481	Lake Champlain Basin Program
66.482	Disaster Relief Appropriations Act (DRAA) Hurricane Sandy Capitalization Grants For Clean Water State Revolving Funds
66.483	Disaster Relief Appropriations Act (DRAA) Hurricane Sandy Capitalization Grants for Drinking Water State Revolving Funds
66.508	Senior Environmental Employment Program This program contains Recovery Act funding.
66.517	Regional Applied Research Efforts (RARE)
66.518	State Senior Environmental Employment Program
66.600	Environmental Protection Consolidated Grants for the Insular Areas - Program Support
66.605	Performance Partnership Grants

## CFDAs Under EPA-CEP-02

66.700	Consolidated Pesticide Enforcement Cooperative Agreements
66.701	Toxic Substances Compliance Monitoring Cooperative Agreements
66.707	TSCA Title IV State Lead Grants Certification of Lead-Based Paint Professionals
66.714	Regional Agricultural IPM Grants
66.801	Hazardous Waste Management State Program Support
66.802	Superfund State, Political Subdivision, and Indian Tribe Site-Specific Cooperative Agreements This program contains Recovery Act funding.
66.804	Underground Storage Tank Prevention, Detection and Compliance Program
66.805	Leaking Underground Storage Tank Trust Fund Corrective Action Program This program contains Recovery Act funding.
66.808	Solid Waste Management Assistance Grants
66.809	Superfund State and Indian Tribe Core Program Cooperative Agreements
66.817	State and Tribal Response Program Grants
66.819	Disaster Relief Appropriations Act (DRAA) Hurricane Sandy Leaking Underground Storage Tank Trust Fund Corrective Action Program
66.926	Indian Environmental General Assistance Program (IGAP)
66.931	International Financial Assistance Projects Sponsored by the Office of International and Tribal Affairs

## ATTACHMENT

## ATTACHMENT

### Region 9 Guidance Information for Applicants

<http://www.epa.gov/region9/funding/information.html>

- Omni-Circular under 2 CFR 200 & EPA Regulations under 2 CFR 1500:

EPA has officially adopted the OMB Omni-Circular effective **December 26, 2014**. Specifically, in a joint interim final rule published in the Federal Register on December 19, 2014 (see 79 Fed. Reg. 76050-76063), EPA adopted the Omni-Circular. This includes adoption of Omni-Circular requirements located at 2 CFR 200 along with EPA-specific provisions mandated by statute, regulation or agency policy now codified under 2 CFR 1500. OMB's website at <https://cfo.gov/cofar/> is the location for resources regarding the Omni-Circular, including OMB's Frequently Asked Questions (FAQ).

Federal Register: <http://www.gpo.gov/fdsys/pkg/FR-2014-12-19/pdf/2014-28697.pdf> 2 CFR 200:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=4467ef7edf6418328185fed45270f1f&node=pt2.1.200&rgn=div5> 2 CFR 1500:

<http://www.ecfr.gov/cgi-bin/text-idx?SID=ac772c78043ca73b46f5d168dd3f038f&tpl=/ecfrbrowse/Title02/2chapterXV.tpl>

OMB's FAQ: <https://cfo.gov/wp-content/uploads/2014/11/2014-11-26-Frequently-Asked-Questions.pdf>

- Interim Financial Assistance Conflict of Interest Policy:

In accordance with the Omni-Circular's Conflict of Interest disclosure requirements under 2 CFR 200.112, EPA issued the Interim Financial Assistance Conflict of Interest Policy.

Requirements include applicants providing a prominently titled conflict of interest disclosure statement attached to the SF 424, if applicable. This policy applies to all individuals and nonfederal entities requesting and receiving EPA financial assistance on or after **December 26, 2014**. (Note: A standard EPA form is not currently available for the COI disclosure requirement since this is an interim policy.)

Interim Policy:

[http://www.epa.gov/ogd/epa\\_interim\\_financial\\_assistance\\_coi\\_policy.htm](http://www.epa.gov/ogd/epa_interim_financial_assistance_coi_policy.htm)

- Submission of Grant Applications via Grants.gov:

Effective **February 17, 2015**, EPA grant applicants must use Grants.gov to submit their applications. It is highly recommended that EPA applicants complete their registration on Grants.gov now, since the entire process can take up to 30 days to complete. Information located at Submitting an Application to Grants.gov Apply and Applicant Resources for Grants.gov will help you get started. Applicants are also encouraged to view a previously recorded EPA Information Webinar session/ presentation regarding Grants.gov or register for an available session.

Grants.gov support/assistance is available 24 hours a day 7 days a week at 1-800-518-4726 or [Support@grants.gov](mailto:Support@grants.gov). For International callers, call (606) 545-5035 to speak with a Grants.gov Contact Center representative. Also, the Region 9 Application Checklist will help ensure your EPA application submitted through Grants.gov is complete.

Guide on Submitting an Application to Grants.gov:

<http://www.epa.gov/ogd/guide/submitting.htm>

Grants.gov Application Resources:

<http://www.grants.gov/web/grants/applicants/applicant-resources.html> EPA Information

Sessions/Webinars:

[http://www.epa.gov/ogd/training/grants\\_gov\\_information\\_sessions\\_for\\_applicants.htm](http://www.epa.gov/ogd/training/grants_gov_information_sessions_for_applicants.htm)

Region 9 Application Checklist: <http://www.epa.gov/region09/funding/pdfs/grantsgov/r9-application-checklist-grantsgov.pdf>

- Bundling of Grant Application Certifications (for States & Tribes):

State and Tribal applicants are highly encouraged to submit annually a single set ("bundling") of application certification forms with a cover letter. The letter must indicate the applicable timeframe (usually a federal or state fiscal year) of the certifications for all EPA grant applications received by Region 9 Grants Management Office (GMO) within that period. GMO accepts Adobe format (.pdf) of the letter with applicable signed certification(s) through the electronic mail box:

[grantsregion9@epa.gov](mailto:grantsregion9@epa.gov). Please note that updated forms must be submitted when changes to the responses are required. The following certifications can be bundled:

- ❖ [Standard Form \(SF\) 424B, Assurances for Non-Construction Programs](#)
- ❖ [EPA Form 6600-06, Certification Regarding Lobbying, Certification for Contracts, Grants, Loans and Cooperative Agreements](#)
- ❖ [EPA Form 4700-4, Preaward Compliance Review Report for All Applicants Requesting EPA Financial Assistance](#)

Applicants are highly encouraged to use bundling of their certifications if multiple EPA applications are submitted annually. Bundling can be especially helpful as EPA is transitioning to Grants.gov. Please contact your EPA Grants Specialist for questions regarding bundling.

EPA Application Forms:

<http://www.epa.gov/ogd/forms/forms.htm>

- Changes to the Minority & Women Business Enterprise (M/WBE) Utilization Reporting Requirement:

The EPA issued a revised class deviation from [40 CFR 33.502](#) on **December 4, 2014**, which supersedes the M/WBE reporting requirement specified in the recipient's Notice of Award. The EPA financial assistance recipients are now required to report annually when certain conditions are met to reach a threshold of \$150,000. Please review the current information from [EPA's Small Business Programs](#).

40 CFR 33:

[http://www.ecfr.gov/cgi-bin/textidx?SID=04eada1fb1292e21ecf2434ad7bf3781&tpl=/ecfrbrowse/Title40/40cfr33\\_main\\_02.tp](http://www.ecfr.gov/cgi-bin/textidx?SID=04eada1fb1292e21ecf2434ad7bf3781&tpl=/ecfrbrowse/Title40/40cfr33_main_02.tp)

| EPA's Small Business Programs:

[http://www.epa.gov/osbp/dbe\\_reporting.htm](http://www.epa.gov/osbp/dbe_reporting.htm)

- Grants Management Training Materials for Tribal Organizations:

The EPA's Office of Grants and Debarment (OGD) worked with the national Partnership for Environmental Technology Education (NPETE) to develop [training materials for Tribal](#)

organizations. While OGD is no longer able to offer in-person trainings, the training materials, including the training manuals and webinar recordings, are available for download.

Recipient Training: [http://www.epa.gov/ogd/training/recipient\\_train.htm](http://www.epa.gov/ogd/training/recipient_train.htm)



**General Assistance Program  
Sample Work Plan Template**

**Tribe:** Oak Flat Tribe

**Region:** IX

**Work Plan Period Begin** 10/1/07 **End:** 9/30/08

**Work Plan Component 3:** Technical

**Primary Capacity Area Developed (check one):**

Legal ☐ Enforcement/Compliance ☐ Technical ☒ Communication ☐ Administrative ☐ Solid/Hazardous Waste Implementation ☐

**Environmental Outcome(s):**

- Recyclables diverted from landfills
- HHW properly managed

**Intermediate Outcome(s) (this work plan period):**

- Increased tribal solid waste planning and capacity

**ESTIMATED COMPONENT COST: \$ 17,000**

**ESTIMATED COMPONENT WORK YEARS: .3**

**Env Director .1 @ 40/hr Env Tech. .2 @25/hr**

COMMITMENTS		CAPACITY AREA DEVELOPED	ESTIMATED COMMITMENT COST (optional)	END DATE	OUTPUTS AND DELIVERABLES
1.1	Conduct a community survey to better understand the Tribe's solid waste issues and needs.	Communication	\$1,500 60hrs at \$25/hr	12/30/07	Copy of the community survey will be provided to EPA.
1.2	Conduct a waste stream analysis	Technical	\$1,000 40 hrs at \$25/hr	12/30/07	Copy of the waste stream analysis provided to EPA
1.3	Develop an Integrated Solid Waste Management Plan (ISWMP) based on the community survey and waste stream analysis. The ISWMP will include at a minimum the following: 1) A demonstration of approval of the plan by the Tribal Council. 2) A description of community service area. 3) A description of the Tribe's solid waste program structure and administration. 4) A description of the Tribe's current and proposed waste management practices. 5) A description of the funding and sustainability/long-term goals of the Tribe's solid waste program.	Technical	\$14,500 100 hrs at \$25/hr 300 hrs at \$40/hr	9/30/08	Copy of Council-approved Integrated Solid Waste Management Plan to EPA

EPA Use Only

**2003-2008 EPA Strategic Plan**

**Goal X:**

**Objective X.X:**

**Sub-objective X.X.X:**

